



TennCare Project Manager

TENNCARE OVERVIEW

TennCare is Tennessee's managed care Medicaid program that provides health insurance coverage to certain groups of low-income individuals such as pregnant women, children, caretaker relatives of young children, older adults, and adults with physical disabilities. TennCare provides coverage for approximately 1.3 million Tennesseans and operates with an annual budget of approximately \$12 billion. It is run by the Division of TennCare with oversight and some funding from the Centers for Medicare and Medicaid Services (CMS).

WHY WORK AT TENNCARE?

TennCare's mission is to improve the lives of Tennesseans by providing high-quality cost-effective care. To fulfill that purpose, we equip each employee for active participation and empower teams to communicate and work collaboratively to improve organizational processes in order to make a difference in the lives of our members. Because of the positive impact TennCare has on the lives of the most vulnerable Tennesseans, TennCare employees report that their work provides them with a sense of meaning, purpose, and accomplishment. TennCare leadership understands that employees are our most valuable resource and ensures professional and leadership development are a priority for the agency.

JOB AND DEPARTMENTAL OVERVIEW

The Division of TennCare is seeking an experienced Project Manager to join their Project Management Office (PMO) and the talented team of project managers to help add more value to the organization. The ideal candidate will be a strong leader, skilled in schedule management, and have a background in IT related projects.

The Project Manager will report to the PMO Director and will be responsible for effectively using project management guidelines and standards to successfully execute projects. The project manager will directly manage the project life cycle and its five phases. He or she will also be responsible for leading process improvement initiatives across TennCare.

RESPONSIBILITIES

- Support the development and delivery of projects to TennCare
- Meet with business and IS stakeholders as well as partners to gather detail project requirements and match them to outline project specifications
- Delegate project tasks based on relevant individual strengths, skill sets, and experience levels
- Track and report project progress to analyze the successful completion of project phases from initiation to closure
- Meet budgetary objectives and make adjustments to project constraints based on financial analysis
- Develop comprehensive project plans to be shared with Business and IS Stakeholders and TennCare Partners
- Be able to use various project templates during the life cycle of a project
- Use and continuously develop leadership and team building skills in order to support successful planning and implementation of projects
- Be accountable for project results along with TennCare's PMO Director
- Work with Project sponsors and Stakeholders to complete the project charter, outlining the scope, goals, deliverables, required resources, budget, and scheduling
- Complete work breakdown structure to estimate effort required for each task
- Clearly communicate expectations to TennCare Stakeholders and team members
- Proactively identify, prioritize, and resolve any risks or challenges throughout the project lifecycle
- Effectively manage project scope by ensuring any changes to scope are documented and approved through TennCare's change approval process
- Determine how results will be measured and complete post project evaluation to determine project outcome and lessons learned
- Develop tools and best practices to support project management and execution
- Improve business processes, solve problems, and drive change throughout the organization.

MINIMUM QUALIFICATIONS

- Bachelor's Degree
- 3+ years' experience in project management
- Above average skills with using project management tools (e.g. Microsoft Project and Visio) as well as Microsoft Office suite
- Experience with continuous process improvement methodologies such as Six Sigma, LEAN, and Plan-Do-Check-Act
- Advanced time management and analytical skills

- Work well in a team environment
- Excellent interpersonal, written, and verbal communication skills

DESIRABLE QUALIFICATIONS

- PMP Certification (preferred)

Job Location: Nashville, Tennessee

How to Apply: Qualified candidates should send their resumes along with a cover letter to Ira.Baxter@tn.gov by **4/19/19**.

Position Status: Executive Service

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.